

**Kitchigami Regional Library System
Board Meeting January 19, 2023 6:00 p.m.
Kitchigami Headquarters Building, Pine River, MN**

Board members present: Scott Bruns, Tom Krueger, Murlyn Kreklau, Lynn Eaton, Phyllis Eck, Tim Little, George Deiss

Board members present virtually: Laurie Hamilton (Blackduck, MN), Joe Gould (Bemidji, MN), Jerry Smith (Cass Lake, MN), Mary Beth Hanson (Walker, MN)

Board members absent: Brent Norman, Jon Lubke, Gabe Johnson

Others present non-voting: Staff members: KRLS Director Melissa Whatley, Admin Asst/Legacy Coordinator Carol Christensen, Pine River Branch Manager Tami Beto, Walker Branch Manager Carrie Huston

Acting Chair Tom Krueger called the meeting to order at 6:00 p.m. and requested participation in reciting the Pledge of Allegiance.

Oath of Office administered by Director Melissa Whatley to newly appointed representatives Joe Gould (Beltrami County), Tim Little (City of Park Rapids), and Jerry Smith (City of Cass Lake).

Election of Officers Acting Chair Tom Krueger called for KRLS Officer nominations from the floor. Murlyn Kreklau nominated Tom Krueger for Chair, George Deiss nominated Murlyn Kreklau for Vice Chair, Murlyn Kreklau nominated George Deiss for Treasurer, and George Deiss nominated Brent Norman for Secretary. **Motion by Scott Bruns, seconded by Lynn Eaton, to have nominations cease and a unanimous ballot cast for Krueger for Chair, Kreklau for Vice-chair, Deiss for Treasurer, and Norman for Secretary. Motion carried unanimously.**

Approval of Agenda Director Whatley requested the removal of item 8a New Bills since an early check run was not done. **Motion by George Deiss, seconded by Lynn Eaton, to approve the agenda as revised. Motion carried unanimously.**

Consent Agenda **Motion by Lynn Eaton, seconded by Scott Bruns, to approve the Consent Agenda items A-I:**

- a. Minutes: November 2022
- b. Bills: November 2022 – January 2023
- c. Financial Statements: November 2022 – December 2022
- d. 2023 KRLS Board Meeting Schedule
- e. ARPA FY23 FRF November – December 2022
- f. ACHF FY22 FRF October – December 2022
- g. RLBSS FY23 Application update
- h. RLTA Priority 2 Application
- i. Director's Report

Motion carried unanimously.

Maintenance of Effort (MOE) Presentation	Director Whatley presented information on the Maintenance of Effort requirements for library services within the state of Minnesota. She was thanked by the Board.
2023 Operating Budgets	The KRLS Board was informed of the budgeting cycle by Director Whatley. With the exception of Crow Wing County and the city of Brainerd, 2023 operating budgets remained the same as presented at the November Board meeting. Motion by Murlyn Kreklau, seconded by Scott Bruns, to approve 2023 KRLS operating budgets as presented. <u>Motion carried unanimously.</u>
2023 Wage Scale	Director Whatley presented the 2023 Wage Scale, which incorporated the union wage scale and equalized wages with other staff members. Discussion. Motion by George Deiss, seconded by Lynn Eaton, to approve the 2023 Wage Scale as presented. <u>Motion carried unanimously.</u>
Policy Update: Vacation Policy	The KRLS Vacation Policy was brought before the board for its second reading. Motion by Lynn Eaton, seconded by Phyllis Eck, to approve the revised KRLS Vacation Policy as presented. <u>Motion carried unanimously.</u>
Policy Update: Materials Use and Fees	The KRLS Materials Use and Fees Policy was brought before the board for its second reading. Motion by Lynn Eaton, seconded by Scott Bruns, to approve the KRLS Materials Use and Fees Policy as amended. <u>Motion carried unanimously.</u>
Signing Authorities	Motion by Scott Bruns, seconded by Lynn Eaton, to authorize 2023 KRLS Board Officers Tom Krueger, Murlyn Kreklau, George Deiss, and Brent Norman as signing authorities on all Pine River State Bank accounts; and authorize the removal of Bill Brekken and Tom Conway. <u>Motion carried unanimously.</u>
Headquarters Operating Budget 2023	KRLS Headquarters 2023 draft budget was presented by Director Whatley for Board information and discussion. Final approval will take place in March. She highlighted a reduction in personnel, HQ building sign replacement, KRLS county levy support, and reading programs.
2023 Holiday Schedule	Motion by George Deiss, seconded by Lynn Eaton, to approve the 2023 KRLS Holiday schedule as presented.
Holiday Policy	A revised Holiday Policy that includes a paid floating holiday was brought before the Board. Director Whatley requested that first and second readings occur. The policy was revised to match the union contract. Motion by George Deiss, seconded by Murlyn Kreklau, to override the regular bylaw procedure and perform the first and second readings of the KRLS Holiday Policy at the current meeting. Changing the Day After Thanksgiving to Indigenous Peoples' Day was

Holiday Policy con't

discussed with the Board agreeing to take it up at a later meeting. Use of the floating holiday requires supervisor approval. **Motion carried unanimously.**

Motion by Mary Beth Hanson, seconded by Phyllis Eck, to approve the revised Holiday Policy as presented. Motion carried unanimously.

Personnel Proposal

Director Whatley presented information to the Board about staffing level needs that were uncovered by Out of Class Pay requirements in the union contract. She submitted the proposal to fulfill programming needs at Level II branches (Pine River and Walker) by converting one LA II to an LA III, in addition to converting one LA II to an LA III at the Wadena City Library (Branch Level III). Discussion. **Motion by Tim Little, seconded by Phyllis Eck, to approve the Personnel Proposal as presented. Motion carried unanimously.**

Board Committees

Chair Krueger appointed himself to serve on each committee. County commissioners Chair Krueger, Gould, Bruns, Lubke, and Kreklau were appointed to the Budget Committee. Chair Krueger, Hanson, and Kreklau will serve on the Personnel/Union Negotiation Committee. The Audit Committee will consist of Chair Krueger and Treasurer Deiss. Chair Krueger, Norman, and Kreklau were appointed to the Strategic Planning/Policy Committee. Internet/Electronic Resource Committee will consist of Smith, Little, and Chair Krueger. Northern Lights Library Network delegates will be George Deiss and Lynn Eaton.

CD Renewals

Automation R&M CD #40000006443 for \$85,108.12 will mature 2/4/2023. **Motion by Murlyn Kreklau, seconded by George Deiss, to table the discussion, gather and share interest rate information with board members closer to the maturity date, then officially approve a financial institution at the March meeting for Automation R&M CD. Motion carried unanimously.**

Legislative Platform

Director Whatley presented information about the funding request and formula change from The Council of Regional Public Library System Administrators (CRPLSA) for Regional Library Basic System Support (RLBSS) funding. If approved by all 12 Minnesota Library System Boards, the request to increase funding will be made to the 2023 MN State Legislature. If applied to KRLS fiscal year 2023, the increase would be about \$250,000. Joe Gould commented as a former lobbyist for Minnesota Library Association (MLA), that he recommends the proposal. **Motion by Joe Gould, seconded by Jerry Smith, to approve the CRPLSA platform as presented. Motion carried unanimously.**

Quinlivan & Hughes Legal Fee Agreement

KRLS worked with Quinlivan & Hughes for legal needs during union negotiation sessions, as well as answering other legal questions for Kitchigami. Director Whatley recommends the Board approve the agreement. **Motion by Mary Beth Hanson, seconded by Phyllis Eck, to approve the Legal Fee Agreement with Quinlivan & Hughes. Motion carried unanimously.**

Other

The Board discussed ways to perform the yearly Director evaluation. The Personnel Committee gave Director Whatley her six month evaluation. The Board agrees to go into closed session at a regular Board meeting to perform the evaluation as a full Board.

Motion by George Deiss, seconded by Lynn Eaton, to adjourn at 7:17 p.m. Motion carried unanimously.

Minutes respectively submitted by Administrative Assistant Carol Elizabeth Christensen.

Minutes signed by Board Secretary



Date 4-16-23